



## Teacher Vacancy School Year 2007-2008

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This menu will only be available to the following districts:

#### 10-Public School Districts

### Adding Teacher Vacancy Records

**STEP #1:** ALL districts are required to access this menu, even if you have no data to report. After accessing this menu simply enter how many teaching positions (FTE) were required to be filled between school years 2006-2007 and 2007-2008.

**#1.** Enter how many teaching positions (FTE) were required to be filled between school years 2006-2007 and 2007-2008.

**#2.** If your district had any teaching position vacant at the beginning of the 2007-2008 school year, place a check in the box and add vacancy records with applicable information.

**#3.** Be sure to click on "Save".

"Teacher Vacancy" menu

Category	Position	FTE	Option
There are no records to edit or delete			

Total FTE: 0.00

Buttons: Add, Edit, Delete, Print

1. Enter how many teaching positions (FTE) were required to be filled between school years 2006-2007 and 2007-2008.
2. If your district had any teaching position vacant at the beginning of the 2007-2008 school year, place a check in the box and be sure to follow the directions under STEP #2. Otherwise, place a check in the no box.

**#1.** If no positions were left vacant, there is NO need to encode vacant records in step #2.

**#3.** Be sure to click on "save"!

3. Be sure to click on "Save".

**STEP #2:** If you had a position vacant at the beginning of the school year, select each position code from the drop down box that pertains to your district. Include only vacant positions during the school year.

DistYear: 32002 Pierre School District 32-2 2005

DOE Anonymous

Teacher Vacancy Details

Position Category: Choose

Vacancy Position: Choose

Decisions made as a result of the vacant positions: FTE

Choose

Cancel Save

Select each position code from the drop down box that pertains to your district.

**STEP #3:** The Total FTE Counts for staff categories must be reported to the nearest hundredth.

- Count part-time staff in terms of full-time equivalency. Full-time equivalency should be counted in hundredths. For example, if a position is filled by two part-time persons, each working one half day, count each as 0.50.
  - A full-time employee having more than one assignment should be counted in terms of full-time equivalency in each assignment. For example, a person assigned 6 hours per day as a bus mechanic and 2 hours per day as a custodian should be counted 0.75 for the bus mechanic position and 0.25 for the custodian position.

DistYear: 32002 Pierre School District 32-2 2005

DOE Test

Teacher Vacancy Details

Position Category: Elementary Positions

Vacancy Position: Classroom Teacher

Decisions made as a result of the vacant positions: FTE

Hired a Non-Certified Educator 3.25

Cancel Save

Full-time equivalency should be counted in hundredths (EX: 3.25).

Be sure to click on "Save".

**STEP #4:** Be sure to click on "Save". Continue with the above steps to add the next vacant position record.

## Running a Report

**SUGGESTION: Print the " Report: Teacher Vacancy Data".**

DistYear 32002 Pierre School District 32-2 2005

DOE  
Test

Actions  
Change District and  
Authority To Act  
District Bus Drivers  
Revoked Bus Driver L  
Cert/Cred  
CIP Program  
Correspondence  
District Information  
Authority to Act  
Add District/School Inf  
Add Bus Driver Inform  
Check Graduation Inf  
Contracted SPED Per  
Long Term Substitute  
Qualifications-Assign  
Personnel Record For  
Other School Person  
Paraprofessionals  
Teacher Vacancy  
Assurance Statement  
Individual Infor  
District Address  
Math/Science Assign

Teacher Vacancy

How many teaching positions (FTE) were required to be filled between school years 2003-2004 and 2004-2005?

Did your district have any teaching position vacancies at the beginning of the 2004-2005 school year? ☒ Yes ☐ No

Cancel Save

Category	Position	FTE	Option
Elementary Positions	Classroom Teacher	2.25	Hired a Non-Certified Educator

Total FTE: 2.25

Add Edit Delete Print

#1 Click on the print button.

Preview  
32002

#2 Click on the icon that looks like a printer.

Teacher Vacancy Data  
Summary of Data Received

32002 Pierre School District 32-2

How many teaching positions (FTE) were required to be filled between school years 2003-2004 and School Year 2004-2005? 6.00

Did your district have any teaching position vacancies at the beginning of the School Year 2004-2005 school year? Y

#3 Select the appropriate printer to which you want to print to.

Administrative Positions  
Business Manager  
School Principal  
Superintendent  
Total

Elementary Positions  
Classroom Teacher  
Computer Science  
Health and Physical E  
Music  
Total

High School Positions  
Art  
Computer Science  
English/Language Ar

of the vacant position

Other (please explain)

0.00  
0.00  
0.00  
0.00  
0.00  
0.00  
0.00  
0.00  
0.00  
0.00

Add Printer  
DEPR1P01 on ESPR10010  
DEPR1P03 on ESPR10010  
DEPR1P04 on ESPR10010  
DEPR1P06 on espr10010

Status: Ready  
Location: DECA-3RD FLOOR KNEIP  
Comment: HP LaserJet 4200 (old Printer 23)

Preferences  
Find Printer...

Page Range  
☒ All  
☐ Selection ☐ Current Page  
☐ Pages: 1  
Enter either a single page number or a single page range. For example, 5-12

Number  
1 2 3

#4 Click on print.

Print Cancel